EMERGENCY SOLUTIONS GRANT

ELIGIBLE APPLICANTS

Entities interested in applying must meet one of three options:

1. Private Nonprofits that have a yearly independent audit and have received ODOC's ESG funds within two (2) grant cycles may directly apply for an ESG grant without sponsorship.
2. Private Nonprofits that do not have a yearly independent audit and/or have not received ODOC's ESG funds within two (2) grant cycles may seek sponsorship from either a unit of general local government, Community Action Agency (CAA) operating in that jurisdiction, or a private nonprofit that has previous experience with following federal regulations and being an umbrella organization. For example, a local United Way or the Nonprofit arm of a Housing Authority.
    a. Emergency Shelters that are owned and/or operated by a unit of general local government or a CAA must submit their request for funding through their owner.
    b. In the occurrence of a sponsor applying on behalf of more than one shelter, separate applications must be submitted for each shelter.
3. Private Nonprofits that have a yearly independent audit but are seeking ESG funding from ODOC for the first time must have a sponsor. After the first funded program year, the private nonprofit has received an audit with no major findings and an ODOC monitoring report with no major findings, the private nonprofit can request permission from ODOC to apply for ESG funding independently with no sponsor.
    a. Community Action Agencies seeking ODOC ESG funding for the first time that have experience with following federal regulations, such as CSBG, Weatherization, etc., are exempt from this requirement and allowed to apply without a sponsor.

SPONSORSHIP RESPONSIBILITIES

The sponsor (unit of local government or local Community Action Agency) will be the signatory on the contract and the direct recipient of the ESG funds. In turn, there will be a process in which the sponsor receives documentation, such as invoices, to reimburse the non-profit for the services provided as approved in the written application.

The sponsor is responsible for the oversight of the financial reporting, Proof of Match and Federal Requirements of the sponsored non-profit.

A unit of general local government or CAA may retain housing or administrative funds (not exceeding 3.75% of the total grant) to carry out certain activities. Not all funds used by the unit of general local government or CAA for housing or administrative activities must be used by the shelter.

A Sponsor/Shelter Agreement must be signed and submitted to ODOC before funds can be released.

ODOC/CD only funds ESG applicants located in and serving non-formula areas. Potential applicants with a shelter located in the jurisdictions of the City of Tulsa or the City of Oklahoma City must apply through their respective entitlement communities.

GENERAL PROGRAM REQUIREMENT OVERVIEW

1. These competitive program funds are to be used to provide services to clients who meet the HUD definition of homelessness and at risk of homelessness.
2. Grant recipients must be an active participant in their local Continuum of Care.
3. Grant recipients must use their local Continuum of Care HMIS database. The only exception is for Domestic Violence Shelters who must have a comparable client-tracking database approved by ODOC. A comparable database must include the capacity to create reports that can be uploaded into the SAGE Reporting System.
4. Grant recipients must participate in the Continuum of Care Point in Time Count Survey.
5. Grant recipients must provide 100% match of grant funds to be used for services under the ESG program.
6. Grant recipients must be registered for the federal System for Award Management (SAM) system at sam.gov.
7. Grant recipients must operate outside of the jurisdictions of the City of Tulsa or The City of Oklahoma City.

THRESHOLD REQUIREMENTS FOR THE EMERGENCY SOLUTIONS GRANT

All Emergency Solutions Applicants must meet the threshold criteria listed below. ODOC reserves the right to disqualify any applicant who does not meet one or more of the threshold criteria.

- Applicant/Shelter must have an emergency shelter component or partnership to provide emergency shelter services.
- Access to the Shelter or access to beds must be available 24 hours/7 days/365 days a year.
- Applicant/Shelter must provide documentation of active involvement in Continuum of Care planning and coordination of service efforts.
- Applicant/Shelter must provide documentation that the applicant is a participating member of the Continuum of Care's Coordinated Intake/Assessment.
- Applicant/Shelter must provide required data/reporting through their Continuum of Care
  HMIS or comparable (DV organizations only) database.

- All outstanding ODOC monitoring findings and audit or unresolved financial/program issues from previously awarded grants must be resolved.
- All required certifications must be received and signed by the appropriate signatory.
- One hundred percent (100%) of contract funds including match must be expended before newly awarded funds can be used.
- Must have a complete set of written policies and procedures in which to manage the Emergency Solutions Grant Program that include:
    - Termination of Participation and Grievance Procedures,
    - a process for participation of Homeless Persons in Policymaking and Operations, and
    - a Confidentiality Policy.
- Must have a current Financial Audit submitted before funds can be requested from grant.
- Must follow all General Record Keeping Requirements, both for financial and client files.
- Must meet all spending timeline requirements: Fifty percent (50%) of awarded funds must be spent by the first six (6) months of the contract; seventy-five percent (75%) must be spent within nine (9) months of the contract and one hundred percent (100%) must be spent by the end of the contract period.
- Must be activated in the System for Award Management (SAM) at sam.gov. Applicant must be clear of any findings and show as eligible for federal contracts and assistance awards.